

**PARKING PERMIT IMPLEMENTATION COMMITTEE  
REMOTELY VIA WEBEX  
THURSDAY, FEBRUARY 4, 2021  
MINUTES**

1) Call to Order

Committee Chair Chris Schustrom called the meeting to order. Members present were Hilary Lindh, Josh Branstetter, Mike Rossi, Jeremy Grossman, Leslie Hunt and Michelle Howke. Tyler Furry was absent. The meeting was held remotely via Webex.

2) Approval of January 21, 2021 Minutes

**Mike Rossi made a motion, seconded by Josh Branstetter to approve the minutes, with the correction on page 1, “, Janie will issue a citation”. The motion carried.**

3) Review of enforcement vehicle and LPR system – Assistant Police Chief Kelch

Assistant Police Chief Bridger attended the meeting to give an overview of the enforcement vehicle, the license plate recognition system and to answer questions from the committee.

Enforcement no longer walks and chalks vehicle tires. The Police Department purchased a “buggy” equipped with license plate readers (recognition)(LPR). The LPR captures pictures of license plates, and GPS coordinates. This allows for accurate enforcement. It provides evidentiary documentation to support a citation in court.

A total of 1600 citation were written in 2020, 98 for “No Re-parking”, and 43 for the parking garage (covered/uncovered). Tickets are filed electronically, and staff will have the ability to track the history once the State Court System updates software between the Court and the Police Department.

To address the question of how the system works when multiple plates are registered under one permit and are parked in the downtown area at the same time, Bridger stated the parking garage has cameras that are linked to Park Mobile (permitting system) that notifies Janie if there is a violation. The surface lots will be different because hardware is not purchased to put into the lots to track vehicles coming into the lots. Most surface paid for parking lots have a kiosk with a camera system that read plates on cars as they come and go that would notify parking enforcement of a violation. Without the hardware it will be different especially with zones. If there are two plates per permit, and both plates are parked in the same lot or zone, the second plate that is read will receive the citation. A look into the ins and outs of having multiple plates per permit could be manipulated where somebody could end up with a citation.

The committee reconsidered allowing more than one plate per permit and have multiple lots covered by that permit. Simplicity may be easier for the employee to follow and easier for the city to implement.

Is it possible to change the license plate on the permit during the same permitting day or is there some lag time? The LPR system updates every 5 minutes, so in theory yes, but it does not always work that way. Bridger spent time on the Park Mobile sight and from the user end it is pretty straight forward.

Bridger believes the system would be able to manage the two zones as proposed by staff. Though permits sold per parking lot would allow for more control for the number of spots in each parking lot, which also could allow for over selling of permits. Permitted parking across lots could end up with majority of vehicles in one lot, which could have some effect for on street parking.

It was talked about before with the idea of only allowing a certain number of spaces per lot, and the group liked the idea of having something more flexible where a permit could get you into any of the four lots. Hilary asked considering what Bridger just told us about the reality of enforcement, would the committee consider a permit lot? Chris stated it seems if a requirement for an employee to purchase a permit specific to a lot, there would be one lot that would be more popular, example the 1<sup>st</sup> and Spokane lot. Isn't our goal for the pilot program to get as many employees not to be parking on the street as possible? Chris likes the idea of employees being able to purchase a permit and park in any of the lots. Hilary asked are we okay with a lot filling up with all permit parkers and not allowing anyone else to park there? Josh mentioned that is part of this pilot program. If we open it up and a certain lot is getting full at one time, then we need to restructure at the end of the program. It will give us a good sense of where people are parking with permits and where they are not parking.

Bridger stated the system can track where permit holders are parking. Michelle reminded, as a devil's advocate, the three-hour parking in the surface lots allows visitors to shop downtown and to spend more time. Chris added if you have 65 employees parking in the 1<sup>st</sup> and Spokane parking lot that is 65 on street parking spaces that are available and a lot of them in front of businesses. Every on-street parking spot in front of a retail business is worth \$120,000 a year to a retail district. It is valuable to have those spaces open. Anything we can do to make it more convenient for the employees to park without having to move their car and to keep those on street parking spaces open.

Chris circled back with Bridger, do you think it is okay to have one zone to keep simplicity so people could buy an employee parking permit and be allowed to park in any of the four lots. Bridger stated the system would be able to manage both options. We might be in a situation where we are going to leave a parking lot empty. The BNSF lot north of the Library lacks parking and collects snow, transients, and abandoned vehicles. He would like to see parking pushed to the less desirable parking lots to help spread traffic.

Bridger mentioned it is easier to lessen restrictions than it is to go back and make them stronger. If you are wavering between just assigned to a parking lot or not, he recommends trying to limit it and direct them as much as possible. If it is working well the following year we could look to expand.

#### 4) Review draft "Parking Ticket" permit program brochure and set timeline for Education/Outreach

Michelle shared the draft brochure for feedback. Tyler was not able to attend the meeting, but she did share the link with him to make modifications or create a new document. Some felt the language needed to be shortened, a 'draft' watermark over the citation, more bullet points.

#### 5) Public Comment

None

The next step is to get confirmation from Dana on the whether it will one zone or multiple zones, and work on the draft brochure, and set up a time to present it to the Council. With direction from the Council start the education and outreach to the public.

The next available time for a work session with the Council is March 15<sup>th</sup>.

#### 6) Adjournment

The meeting was adjourned at 3:01 p.m.